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ABSTRACT

This survey presents information on the use of tests for selecting teachers and supervisors in American schools. City and state educational jurisdictions were contacted. A summation of the responses received from responding Teacher Certification Offices is presented alphabetically by state. Twenty-five offices shared additional materials with the conductors of the survey and a listing of these materials is included. (JD)

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RESEARCH AND DEVELOPMENT UNIT

Deena Teitelbaum, Director

PILOT SURVEY OF TEACHER AND SUPERVISOR SELECTION PROCEDURES IN FIFTY-FOUR STATES AND POSSESSIONS OF THE UNITED STATES

Prepared by

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BOARD OF EXAMINERS

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BAORD OF EDUCATION OF THE CITY OF NEW YORK

On November 30, 1977, the former Chairman of the Board of Examiners, Mrs. Ethel Fitzgerald, corresponded with State Teacher Certification Offices in the United States. The Board of Examiners sought to contact those jurisdictions -- city and state -- which use tests for the selection of teachers, administrators, and supervisors for the schools. The purpose of the contact was to be the sharing of experience and information.

A request was made for the names and addresses of persons to whom the Board of Examiners could write in order to obtain the desired information. If there were no such persons within the State, a notation to that effect was also requested.

A second request was sent on January 11, 1978 to those State Teacher Certification Offices which failed to respond to the initial request followed by a third and final request dated April 12, 1978.

Twenty-five State Teacher Certification Offices responded to the initial request, twenty-one to the second and five to the third. Georgia, New York and Tennessee did not respond.

The following tally/notations were gathered from the other fifty-one (51) contributors:

30 systems reported no testing

6 systems reported no testing or other testing[1]

4 systems reported other testing

3 systems reported lack of a test monitoring procedure

3 systems reported no testing combined with lack of a test monitoring procedure

[1] Other testing - indicates that self tests prepared by professional testing agencies were utilized.

2 systems reported no testing or local testing[2]

2 systems reported no testing, other testing and local testing

1 system reported local testing or other testing

It should be noted that State Departments of Education do not always monitor personnel selection procedures operative in local school districts. For that reason, some of the replies suggested contact with local district personnel. It is possible that more local testing exists than would appear from this pilot study.

A summation of the responses received from each of the fifty-one responding State Teacher Certification Offices follows:

1. Alabama: The Department of Education states that test scores are not considered for the issuance of a certificate.

[2]Local testing - indicates that tests were prepared by invididual districts.

2. Alaska: The Department of Education states that tests are not used for certification nor selection of professional employees. Neither do any of their school districts use tests for the selection of initial hires nor for promotional opportunities.

3. Arkansas: The Department of Education does not have any information on which districts use tests for the selection of teachers, administrators and supervisors.

4. Arizona: The Department of Education states that tests are not required for the selection of school teachers, administrators and supervisors. All hiring is done at the local level.

5. California: (Sacramento) The Commission for Teacher Preparation and Licensing uses examinations for teacher certification purposes. The use of NTE Examinations and their adopted cut-off scores was extended to December 31, 1977. There is an examination appeal system applicable only to examinations relating to the multiple and single subject teaching credentials.

(San Diego) The Personnel Division states that the San Diego City Schools have not used written teacher examinations in the past several decades. They were abandoned because there was "no proven relationship between the tests and teacher success in the classroom." Instead, job-related position descriptions and specifications were developed to determine the qualifications of the various teaching jobs in the San Diego School District. The qualifications of individuals are measured by college placement papers, professional and personal references, resumes, personal interview(s), and, in some cases, skill tests either on the spot or over the telephone (i.e., bilingual skills).

6. Colorado: The Department of Education states that tests for the selection of teachers are not used except in one rare instance. In the event a candidate for certification wishes to request the State Board of Education to waive the completion of the sequence of professional education courses, it is possible to request such action if the candidate performs at or above the 75th percentile on the professional education section of the National Teacher Examination.

7. Connecticut: The Department of Education states that to the best of its knowledge there are but two towns in Connecticut which use any sort of tests for the selection of teachers and administrators. These towns are Hartford and Waterbury.

8. Delaware: The Department of Public Instruction does not require tests such as the NTE or others for the selection or certification of personnel for the public schools of Delaware. Employment is the individual school districts' prerogative.

9. Washington, D.C.: The Office of State Administration of the Public Schools of the District of Colombia states that, at the present time, tests are not used in the selection of administrators. The selection process consists of certification by the Board of Examiners, followed by an oral interview.

10. Florida: The Department of Education states that to the best of its knowledge, Pinellas County is the only district to use tests for the selection of teachers, administrators and supervisors. The Assistant Superintendent of Personnel (Pinellas County, Florida) states that pre-employment selection criteria for elementary and exceptional student education teachers have been

expanded to include a Reading and Mathematics Skills Assessment Test Battery. Effective in 1978-79, all teachers (elementary, exceptional student, and secondary) must pass the pre-employment test to be eligible for employment. The pre-employment test itself is designed to help assess the elementary teachers' knowledge of basic skills in the areas of mathematics and reading comprehension. Once having passed the pre-employment test, all newly-employed elementary and exceptional student education teachers must further agree to take the complete reading and mathematics test battery.

In addition, after an analysis of test results (item analysis), applicable individually prescribed inservice components in reading and mathematics must be completed by all new elementary and exceptional student education teachers during their first year of employment in Pinellas County schools. These component modules require a maximum of thirty (30) clock hours in each area. If a teacher does not complete these requirements, he/she is not considered eligible for reappointment.

11. Georgia: No response

12. Hawaii: The Office of Personnel Services of the State Department of Education states that Hawaii has a centralized school system, and so, recruitment and employemnt are handled by the state office. Paper and pencil tests are not used in the selection of certificated personnel.

13. Idaho: The Department of Education states that Idaho certification requirements are based on the completion of approved programs in teacher education. No testing services are used. The

Department is unaware of any districts that use tests for the selection of teachers.

14. Illinois: The Illinois State Teacher Certification Board does not administer tests for the selection of teachers, administrators and supervisors for the schools. The City of Chicago does, however, administer such tests.

15. Indiana: The Division of Teacher Education and Certification states that Indiana does not use any type of test for teacher, administrator or superintendent selection.

16. Iowa: The Department of Public Instruction states that there are are no districts in Iowa which use tests for the selection of school personnel.

17. Kansas: The Certification Section of the State Department of Education states that Kansas does not use tests for the selection of teachers, administrators and supervisors for the schools.

18. Kentucky: The Division of Teacher Education and Certification is not aware of any school district in Kentucky that uses tests for the selection of their classroom teachers. The largest school district, Jefferson County, in Louisville, Kentucky did or still does use one of the ETS tests as part of their selection process for some of their administrators.

19. Lousiana: The Director of Teacher Education, Certification and Placement states that teachers in the New Orleans Public Schools (Orleans Parish) are selected through a competitive procedure which includes a personal interview, an evaluation of scholastic achievement, prior experience, and the National Teaching Area Examinations administered by Educational Testing Service.

Each applicant is interviewed by a member of the Department of Certificated Personnel using the Teacher Perceiver Interview, a structured interview developed by Selection Research Incorporated,Lincoln, Nebraska. Each candidate is asked to respond to 30 structured questions. The applicant's responses are charted strong or weak. The applicant may receive a total from 0-25 points in this interview. The applicant's correct answers are rated on a conversion scale from 0-25.

Each applicant is also required to make available to the Division of Certificated Personnel from his college or university a transcript of all college work. The overall academic grade average on the transcript is evaluated and selection points assigned on a basis of 0-25.

The applicant's practice teaching is also evaluated on a basis of 0 to 30 points from information supplied from the university transcript. In cases where the applicant has in fact had prior teaching experience it is used in lieu of the practice teaching evaluation.

The applicant must participate in the appropriate TEACHING AREA EXAMINATION administered by Educational Testing Service. These examinations are normally given four times a year at college and university testing centers throughout the country.

The applicant is required to have Educational Testing Service mail to the Division of Certificated Personnel a copy of his individual Report of Scores. When received by the Division of Certificated Personnel, the percentile rank of the candidate is determined in his appropriate Teaching Area Examination and this is multiplied by 0.2 to determine the point value assigned for

examinations. The maximum value thus allowed is 20 points. The points received during the four phases mentioned above are added and this becomes the candidate's score. To be considered eligible for regular employment he must receive a score of 70 or more points. A List of Eligibles is established which is continuously open for the inclusion of new candidates, in order of their scores, and as teachers are needed in the specific areas of preparation, offers are made to persons on the List in order of their achievement.

Where no AREA EXAMINATION is offered in a candidate's specified field of employment, a locally prepared examination may be administered or the candidate may be accepted on the basis of all other criteria.

20. Maine: The Department of Educational and Cultural Services states that to its knowledge there are no school systems in the State that use tests for selection of teachers, administrators and supervisors. Most hirings are done as the result of a personal interview involving the candidate and the superintendent of schools and/or the local school board.

21. Maryland: The Maryland State Department of Education supplied a listing of local county Boards of Education with names and telephone numbers of Superintendents who might be contacted in order to ascertain whether they use tests for the selection of teachers, administrators and supervisors for the schools.

22, Massachusetts:

Bureau of Teacher Preparation, Certification and Placement states that Massachusetts does not use tests for the certification or selection of educational personnel. Some school systems within the state (such as Boston) do, however, use the National Teacher's Examination.

23. Michigan: The State Department of Education reports that examinations are not utilized for the certification of teachers.

24. Minnesota: The Teacher Licensing and Placement Section states that it has been unable to find any instance where tests are used for the selection of teachers, administrators and supervisors for the schools. Teacher licensure is not based upon the use of a test. Each school district hires its staff individually. When teachers are hired at the state institutions having a special education programs, the Minnesota Department of Personnel uses experience and training ratings in addition to its basic requirement that teachers be licensed by the Minnesota Department of Education.

25. Mississippi: The Division of Instruction states that other than the National Teacher Examination, no tests are given for the selection of teachers, administrators and supervisors for the schools.

26. Missouri: (Jefferson City) The Director of Teacher Education and Certification states that he knows of no cities, and neither does Missouri as a state, use tests for the selection of teachers and administrators for the public schools.

(St. Louis) The Executive Director of Personnel provides information to the effect that in St. Louis there is verification of scores (National Teachers Examination, Administration and Supervision) in the selection of Field Administrative Supervisory and Non-Supervisory Positions. This examination provides

evidence of the educator's philosophy of administrative processes and practices by posing problem situations to which the examinee is asked to choose one of the four possible solutions based on the particular philosophy he or she views as in keeping with "proper" administrative practices.

27. Montana: The Office of Public Instruction does not know of any hiring authorities in Montana that use tests in the hiring of teachers or administrators.

28. Nebraska: The Department of Education shared information on two programs operative in the state for the selection of teachers and administrators.

Selection Research Incorporated has developed an instrument designed to measure effective teaching personality and is in use in a number of school districts around the nation. The SRA Perceiver interviewing instrument consists of 60 open ended, low stress items that measure 12 theme areas of outstanding teachers.

Project Empathy was developed by the Omaha, Nebraska Public Schools under a very extensive Federal project over a 3 or 4 year period which provides for an objective structured interview technique to be used during the interview process for teachers.

29. Nevada: The Department of Education does not test for the selection of teachers, administrators and supervisors for the schools. It does, however, use National Teacher Examination test results.

30. New Hampshire: The Office of Teacher Education and Professional Standards

states that tests are not used for the selection of teachers, administrators and supervisors for the schools.

31. New Jersey: The Department of Education reports that no statewide tests for the selection of educational personnel are used for the public schools. A list of County Superintendents of Schools who might have information as to districts who use tests for teacher, administrator or supervisor selection was appended.

32. New Mexico: The Division of Teacher Education, Certification and Placement states that tests are not used for the selection of teachers, administrators and supervisors for the schools.

33. New York: No response,

34. North Carolina: The Division of Standards and Certification reports that North Carolina as a State requires the National Teacher Examinations as a part of the process of certifying all professionals for initial certification. This is a State requirement. Many local school systems also require various scores on the National Teacher Examinations as a part of the employment process.

35. North Dakota: The State Department of Public Instruction reports that no tests are used in North Dakota for certification.

36. Ohio: The State Department of Education cannot provide any information on the use of tests for certification purposes since this is not a part of the certification procedure in Ohio.

37. Oklahoma: The State Department of Education reports that the state of Oklahoma does not require tests for teachers, administrators

or supervisors to work in the public schools. All teachers, administrators, and supervisors must be certified in order to function in their position. To be certified they must meet a particular program and requirements set forth by the State Board of Education. For instance, Superintendents must have a Master's degree in Public School Administration, hold a teaching certificate and have taught at least two years. Before they receive the standard Superintendent's certificate they must acquire at least 30 semester hours taken at the sixth year level appropriate to Public School Administration. It is assumed therefore, that after these rigorous requirements a test of competency would not be necessary in order to assume that they could fulfill the job of what is expected from a public school administrator.

38. Oregon: The Teacher Standards and Practices Commission reports that to the best of its knowledge, tests are not used for the selection of teachers, administrators or supervisors.

39. Pennsylvania: The Manager of Professional Personnel Services enclosed opportunity fliers for instructional positions as well as a conversion table for National Teacher Examinations. No minimum score is required on the National Teacher Examinations. Applicants who have less than 2 years of full-time, satisfactory, post-baccalaureate teaching experience in grades K and above are required to submit NTE scores. Those applicants who have completed the 2 years teaching experience, or will do so within 90 days of the date of

application, are NOT required to submit scores. However, if NTE scores are submitted, points will be added as described below:

A. Common Portion - National Teacher Examinations

Two-tenths (.2) of a point will be awarded per decile up to a maximum of 2.00 (out of 100) possible points

B. Teaching Area - National Teacher Examinations

Four-tenths (.4) of a point will be awarded per decile up to a maximum of 4.00

C. Local Examination

A score of 70.00 will result in 0 additional score points being awarded while a score of 100.00 will result in 15 score points being awarded. Scores within this range will result in a proportionate score point increase. A score of less than 70.00 in the local examination will disqualify the candidate for listing and subsequent placement. 15.00

40. Puerto Rico: The Departmento de Instruccion Publica states that appointments are made by district superintendents from the lists of eligible teachers prepared by the Central Office of Personnel of the Department of Education.

One's rank or "turn"on the list of eligible teachers depends upon fulfillment of courses requirements in the subject for which one is applying to teach, grade average, experience in the public schools of Puerto Rico, and residence. Experience acquired in the public schools of the States and the accredited private schools of Puerto Rico will be considered in calculating the "turn," if the

applicant submits a certification from each institution where he claims experience.

41. Rhode Island: The Department of Education does not utilize tests for the selection of educational personnel.

42. South Carolina: (Charleston) The Division of Personnel Services provided National Teacher Examination cut-off scores grouped by certification area and title of examination.

(Columbia) The Office of Teacher Education and Certification states that the National Teacher Examinations are a factor in the certification of professional public school personnel since 1945.

43. South Dakota: The Director of Teacher Certification states that tests are not used for the selection of teachers, administrators and supervisors in South Dakota.

44. Tennessee: No response.

45. Texas: (Dallas) The Dallas Independent School District's Professional Personnel Guide states that the National Teacher Examination shall be required of all candidates. A minimum score of 600 on the weighted common portion of the examination shall be required, effective September 1, 1977. In exceptional circumstances, the Assistant Superintendent-Personnel may offer employment prior to a candidate taking the examination, but in all circumstances the examination must be taken at the next regularly scheduled date the NTE is offered or no later than March 1st of the school year. Personnel who are required to take the National Teacher Examination and have had the opportunity to take it, but failed to do so will be considered for re-employment for the next school year.

It should be noted that candidates who are offered employment without having complied with the National Teacher Examination score will be rendered term contracts for the school year. Such teachers may become eligible for a probationary contract for the ensuing school year, provided required credentials and evidence of compliance with the National Teacher Examination requirements are submitted. In addition, teachers employed on or after August 1st of the school year will be rendered term contracts for the year.

(Austin) The Texas Education Agency does not maintain a list of schools that require that applicants take the National Teacher Examination.

46. Utah: The Divisional of Personnel, State Board of Examination reports that tests are not used for the selection of teachers, administrators and supervisors for the schools.

47. Vermont: The Division of Teacher Examination and Continuing Education states that tests are not used for the selection of teachers, administrators and supervisors for the schools.

48. Virginia: The Division of Teacher Education reports that employment of school personnel in Virginia is done through superintendents of local divisions. The State Department of Education does not operate a teacher placement bureau.

49. Washington: The Superintendent of Public Instruction states that his office is unaware of any school districts in the state that use formal test in selecting teachers, administra-

tors and supervisors. A list of superintendents in regional districts who might be aware of such practices was enclosed.

50. West Virginia: The Coordinator for Teacher Certification reports that to his knowledge, there is no school district in the State of West Virginia that uses tests for the selection of teachers, administrators and supervisors as a condition of employemnt. All West Virginia teacher preparation institutions require certain tests at various times during the academic preparation period and before graduation and/or recommendations for certification.

51. Wisconsin: The Department of Public Instruction reports that tests are not used on a state basis and knows of no school district using them.

52. Wyoming: The Division of Certification, Placement and Teacher Education is not aware of any school district in Wyoming that administers employment tests to teacher candidates.

53. Virgin Islands: Educational Personnel Services reports that tests are not used for the selection of teachers, administrators or supervisors for the public school system of the Virgin Ialands.

54. American Samoa: The Department of Education states that tests are not used for the selection of teachers, administrators and supervisors for the schools.

Twenty-five (25) Teacher Certification Offices shared materials with the Board of Examiners. A listing of said materials follows:

1. Alabama: A list of county and city superintendents including mailing addresses and telephone numbers. Permission to contact them relative to their use of tests in the selection of teachers, administrators and supervisors is noted.

2. Arkansas: An Educational Directory of the various school districts and key personnel therein with permission to contact them for information.

3. Arizona: A list of school districts by county including the names of the superintendents (or persons in charge), their addresses and telephone numbers.

4. California: Ryan Act Information Bulletin explaining the Teacher Preparation and Licensing Law of 1970 (Chapter 557, Statutes of 1970). This act provides for a two-stage five year program leading to the basic teaching credential.
Update on examination score standards and appeal procedures.
Job-related position descriptions and specifications to determine the qualifications for various teaching, administrative and supervisory positions.

5. Colorado: Digest of Requirements for Educational Personnel Certificates in Colorado Based on the Teacher Certification Act of 1975.

6. Connecticut: The names and addresses of administrators in the two cities in the state (Hartford and Waterbury) which use any sort of tests for the selection of teachers and administrators.

7. Washington, D.C.,: Name and address of the Assistant for Officer Promotions, Division of Personnel who is in charge of the oral interview portion of the Board of Examiners selection process.

8. Florida: The name and address of the Director of Elementary Placement and Retirement in the only District in Florida (Pinellas County) which uses tests for the selection of teachers, administrators and supervisors.

A test packet from the Assistant Superintendent of Personnel in Pinellas County including the following:

1) Teacher Self-Development Program in Elementary Mathematics and Applicant-Screening Program, prepared by Dr. Thomas Tocco and Dr. Jane Elligett.
2) Reading Objectives
3) Revised Procedures for Administration of Elementary Teacher Applicant Screening Test Battery, November 19, 1977.
4) Two news articles, including sample test items.
5) Pass/No Pass insert. This is filed in each applicant's file.
6) Post Employment Test and Inservice Education. This was revised on November 17, 1976, to re-emphasize the complete battery and inservice components requirement.
7) Article, Legal Issues in the Testing of School Personnel: Kappan, May, 1976.
8) Board of Regents' Report - news article.

9) Response of Dr. Thomas S. Tocco - news article.

10) Article, Court Sends Message to the States: St. Petersburg Times, January 23, 1978.

9. Illinois: The name and address of Chicago's General Superintendent, Board of Examiners, City of Chicago - the one area in the state which administers tests for the selection of teachers, administrators and supervisors for the schools.

10. Kentucky: Roster of Kentucky Local School Districts and Local School Superintendents.

11. Louisiana: Description of teacher selection process.

12. Maryland: List of local school systems including address and telephone numbers of county Board's of Education as well as names of superintendents.

13. Massachusetts: A copy of the Massachusetts School Directory 1976-1977 providing information on local public schools, state schools, independent vocational schools, academic regional schools, vocational-technical regional schools, county agricultural schools and non-public schools. A Massachusetts Department of Education Telephone Directory is appended.

14. Minnesota: A copy of the Teacher Licensing Handbook (1976 edition)

15. Missouri: Procedures For The Selection of Administrative and Supervisory Personnel issued by the Saint Louis Board of Education.

Procedures for Processing and Selecting Candidates for Regular Teaching Positions also issued by the Saint Louis Board of Education.

St. Louis Board of Education - Personnel Division Certificated Candidate's Rating Form.

16. Nebraska: Information on two programs in the state for the selection of teachers and administrators i.e., SRI Perceiver Academies and Project Empathy.

17. Nevada: Educational Testing Service Bulletin on the Interpretation of National Teacher Examination Scores.

18. New Jersey: A list of County Superintendents of Schools who might prove informative as to districts who use tests only for selection of teachers, administrators and supervisors.

19. Ohio: Laws and Regulations Governing Teacher Educational Certification at the kindergarten, primary, elementary, high school and special teaching certificate levels.

20. Pennsylvania: Opportunity fliers for numerous instructional positions; Conversion tables for National Teacher Examinations; Performance test briefings and information on how to secure a position in Pennsylvania.

21. Puerto Rico: Information on teaching in Puerto Rico as well as the minimum requirements to be a teacher in Puerto Rico according to teacher category.

22. South Carolina: A listing of National Teacher Examination cut-off scores by certification area and examination title.

23. Texas: A copy of the Professional Personnel Guide and August 8, 1977 supplement.

A sample of the Personnel Classification Test Form A (Wesman).

A sample Supplement to Application for Professional Position.

A notification that the Public School Directory which lists all the school districts in Texas may be purchased from the Texas Education Agency, Division of Office Services, with an advance payment of $2.00.

24. Virginia: A list of Division Superintendents by County including address and telephone number.

Sample letters: Administrative/Supervisory Rating Sheet; Inservice Training Programs for Managerial Personnel and Administrative Selection Forms.

25. Washington: List of Superintendents of educational service districts including addresses and telephone numbers.